Module 4

Chapter 8

AUTORIF Extract

Chapter Overview

Introduction   This chapter explains how to create an AUTORIF Extract File. The extracted data is uploaded into AUTORIF to produce a Retention Register for Reduction-in-Force (RIF) purposes. AUTORIF is a separate application and operates externally using data extracted from DCPDS.

Chapter Contents

See Also
👓   The AUTORIF User Guide for detailed instructions on how to upload the extract file into AUTORIF.
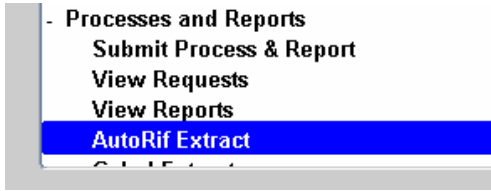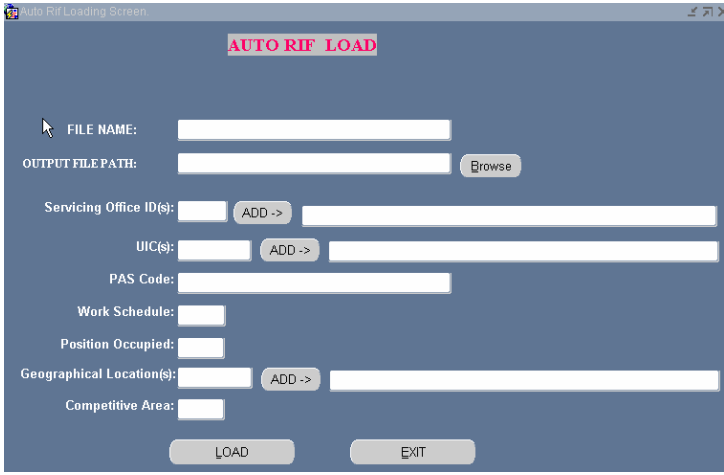
Before you Begin

- Components will determine who has access to the AUTORIF Extract File.
- Normally, employee records will be reviewed and corrected prior to running the extract file.
- If an employee record is updated or corrected after the extract is produced, it may be necessary to create a new extract file prior to running AUTORIF (depending on your RIF cut-off date).
- You can change the data within the extract file, but the data is not changed in DCPDS database. To change the database, you must go into the system to make the change and then rerun the extract file.

Creating an AUTORIF Extract File

Purpose	This section guides you through the steps for creating an AUTORIF Extract File.

Creating an AUTORIF Extract File

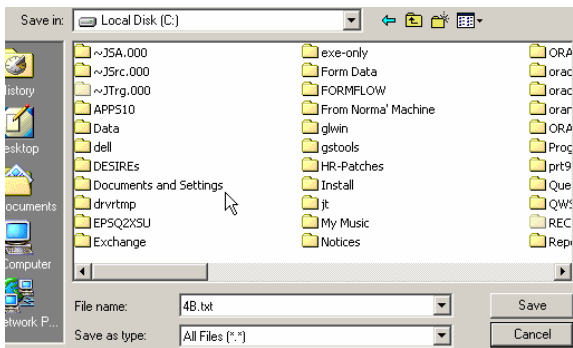| Step	Action
1	On the **Navigation List** ∏ *Processes and Reports* ∏ *AutoRIF Extract* ∏ **<Open>**.
2	The **AUTORIF Load Screen** displays:
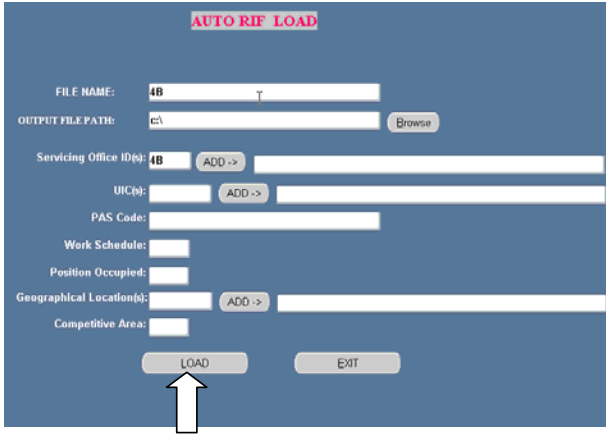
Continued on next page

Deleted: **Win**

Creating an AUTORIF Extract File, Continued

Creating an AUTORIF Extract File (continued)

Step	Action
3	Type in the File Name (maximum length of field is 20 characters). FILE NAME: **4B** **Note:** A file name must be input prior to identifying the output file path. If you write more than one extract, be sure to change the file name, otherwise, it will overwrite the first one.
4	Identify the output file path. There are two ways to perform this function: OUTPUT FILE PATH: [_____] Browse Click **<Browse>** Navigate to the location the extract file is to be saved to *(Save As dialog box: Save in: Local Disk (C:); folders include ~JSA.000, ~J5rc.000, ~JTrg.000, APPS10, Data, dell, DESIREs, Documents and Settings, drvrtmp, EPSQ2XSU, Exchange, exe-only, Form Data, FORMFLOW, From Norma' Machine, glwin, gstools, HR-Patches, Install, jt, My Music, Notices, ORA, orac, orac, oran, ORA, Prog, prt9, Que, QWS, REC, Repi; File name: 4B.txt; Save as type: All Files (*.*))* Click <Save> -or- Type the location of the directory in the Output File Path OUTPUT FILE PATH: C:\ Browse **Note:** Do not save to the C:\my documents directory.

Step	Action
5	Select a Submitting Office Id (SOID). At least one SOID is *required* when requesting the AUTORIF extract; however, more than one SOID can be used to generate a file. To request an extract consisting of only **one** SOID users may enter data using the List Of Values (LOV) – or - manually type the SOID in the ADD field (SOID must be entered with capital letters). Servicing Office ID(s): 4B - or - Servicing Office ID(s): [ ] ADD-> 4B When creating an extract that requires **more than one** SOID enter the SOID in the LOV, click <ADD>. Repeat for each SOID to be included in the extract file. Servicing Office ID(s): [ ] ADD-> 5E,4B,5C Or simply type each SOID separated by a comma in the space following the <ADD> button (**do not insert a space between SOIDs**). **NOTE:** *If requesting an extract consisting of multiple SOIDs users must enter all SOIDs in the data field after the <ADD> button.*
6	Select a UIC. The UIC is not required; any value input will be validated before the request is executed. To create an extract file consisting of multiple UICs follow the instructions for adding multiple SOIDs. UIC(s): W40KAA - or - ADD-> W40KAA UIC(s): [ ] ADD-> W4T401,W4T801,W4T813 **NOTE:** *If requesting an extract consisting of multiple UICs users must enter all UICs in the data field after the <ADD> button.*
7	Select a PAS Code (Air Force only). The PAS Code is not required; any value input will be validated before the request is executed. PAS Code: [ ]

Step	Action
8	Select a Work Schedule (optional). Use of this field is optional because the work schedule must be identified as a part of the RIF options upload process. **Work Schedule:** [ ]
9	Select the Position Occupied (optional). Use of this field is optional because the position occupied must be identified as a part of the RIF options upload process. **Position Occupied:** [ ]
10	Select a Geographical Location Code (GeoLoc) (optional). Any value input will be validated before the request is executed. To create an extract file consisting of multiple GeoLocs follow the instructions for adding multiple SOIDs. **Geographical Location(s):** [ ] (ADD ->) [ ]
11	Select a Competitive Area (optional). Use of this field is optional because the competitive area, if desired, can be used as a part of the RIF options upload process. **Competitive Area:** [ ]
12	Once all data elements are input click <LOAD>. **AUTO RIF LOAD** FILE NAME: 4B T OUTPUT FILE PATH: c:\ (Browse) Servicing Office ID(s): 4B (ADD ->) [ ] UIC(s): (ADD ->) [ ] PAS Code: [ ] Work Schedule: [ ] Position Occupied: [ ] Geographical Location(s): (ADD ->) [ ] Competitive Area: [ ] (LOAD) (EXIT)

Step	Action
13	Once the Load button is selected DCPDS attempts to validate the input value against the LOV.
	The following errors will be displayed if the SOID, UIC or GeoLoc is not contained in the LOVs. Remember fields are case sensitive.
	6J is an invalid Servicing Office ID
	w4t401 is an invalid UIC
	000111222 is an invalid Location ID
	The error message will also occur when using multiple SOIDs, UICs or GeoLocs in the <ADD> field without a comma separator. Note: When typing directly in the <ADD> field you must type the value exactly as it is contained in the LOV and it must have a comma separator (no spaces) between SOIDs, UICs or GeoLocs.
	Once you have corrected the entry, click <LOAD>.
14	If all entries are valid, DCPDS will create two extract files in the directory identified in the Output File Directory.
	PROCESS DONE
	The first pop-up screen indicates the employee/position file was successfully created.
	PROCESS DONE OK
	The second pop up screen indicates the representative rate file was successfully created.
	The representative rate for GS/GG/GM pay plans is Step 04 of Pay Table ID "0000". The representative rate for the FWS pay plans is Step 02 of the pay table.

Step	Action
15	Click <Exit> to close the AUTORIF Load Window **AUTO RIF LOAD** FILE NAME: 4B OUTPUT FILE PATH: c:\ Browse Servicing Office ID(s): 4B ADD -> UIC(s): ADD -> PAS Code: Work Schedule: Position Occupied: Geographical Location(s): ADD -> Competitive Area: LOAD EXIT Navigate to the directory specified to find the two files displayed below. The representative rate text file is created with the same name as your extract file including "_rates.txt". 4B_rates.txt 9 KB TXT File 4B.txt 38 KB TXT File Proceed to AUTORIF and upload.

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